



Youth Protection & Safety Policy

Our Commitment

At MOVE Productions LLC, the safety and well-being of every child and teen is our highest priority. We are committed to providing a welcoming, inclusive, respectful, and supportive environment where young people can grow as artists and individuals. Every member of our production team plays an important role in maintaining this safe environment.

By joining our production team, you agree to uphold the following requirements.

Requirements for Production Team Members

All production team members are expected to:

- Treat every student, volunteer, parent, and fellow staff member with kindness, respect, and professionalism.
- Model positive behavior and appropriate language at all times.
- Foster an environment free from bullying, harassment, discrimination, intimidation, or inappropriate conduct.
- Follow all company policies and directions from the Producer, Artistic Director, Production Manager, or designated leadership.

Appropriate Interactions with Youth

Production team members should:

- Encourage students in a positive, constructive, and age-appropriate manner.
- Provide feedback respectfully and without humiliation or ridicule.
- Maintain appropriate professional boundaries with all youth participants.
- Avoid favoritism or relationships that could be perceived as inappropriate.
- Respect each student's privacy, dignity, and personal space.

Supervision Guidelines

To help ensure the safety of everyone involved:

- Always be in a position to be able to see all students at all times, unless there is another team member supervising with you.
- Meetings or conversations with students should occur in visible or easily observable locations.
- Dressing rooms should only be entered when necessary and with appropriate awareness of privacy.
- Follow all backstage supervision procedures established for each production.
- Follow pickup and drop off procedures.

Physical Contact

Appropriate physical contact should be limited and only when necessary.

Examples of appropriate contact include:

- Handshakes
- High-fives

- Side hugs initiated by the student when appropriate
- Assisting with costumes or microphones only when necessary and with the student's knowledge

Production team members should never:

- Initiate unnecessary physical contact.
- Touch students in a manner that could reasonably be considered inappropriate.
- Continue physical contact if a student appears uncomfortable.

Communication with Students

Communication should remain professional and related to theater activities.

Production team members should:

- Use company-approved communication methods whenever possible and approved by the Producer or Artistic Director.
- Include parents or another staff member in electronic communication with minors.
- Avoid private conversations unrelated to theater activities.
- Never request or send inappropriate messages, images, or content.

Social Media

Production team members should:

- Maintain appropriate professional boundaries on social media.
- Avoid private messaging with students unrelated to production business.
- Follow company guidelines regarding posting photos or videos of students.
- Respect the privacy of all participants.

Bullying, Harassment, and Discrimination

Our theater has zero tolerance for:

- Bullying
- Harassment
- Discrimination
- Threatening behavior
- Retaliation
- Verbal or physical abuse

Everyone deserves to feel safe, respected, and included regardless of age, race, ethnicity, religion, disability, gender identity, sexual orientation, or background.

Mandatory Reporting

If a production team member witnesses or becomes aware of:

- Abuse
- Neglect
- Harassment
- Grooming behaviors
- Threats of violence
- Serious safety concerns
- Any behavior that places a child at risk

they must report the concern immediately to the Producer, Artistic Director, Production Manager, or designated leadership. Reports will be handled promptly and respectfully, and, when required by law, the appropriate authorities will be contacted.

Substance-Free Environment

To ensure the safety and well-being of all participants, production team members are expected to report to work fit for duty and able to perform their responsibilities safely and effectively.

Production team members may not:

- Report to any MOVE event (including classes, rehearsals, performances, meetings, or other activities) while under the influence of alcohol, marijuana/cannabis, illegal drugs, or any other substance that impairs their judgment, alertness, or ability to safely supervise participants.
- Use, possess, distribute, or be under the influence of illegal drugs during any MOVE event.
- Possess or use alcohol, tobacco products, nicotine products, vaping devices, or marijuana/cannabis during or around any MOVE event.

Prescription and over-the-counter medications may be used only as directed. If a medication could impair your ability to safely perform your duties or supervise participants, you must notify MOVE before reporting to work so that appropriate arrangements can be made. Team members must not perform duties while impaired by any medication.

Confidentiality

Production team members are expected to respect the privacy of students and families.

Personal information, medical information, behavioral concerns, or family matters should only be shared with those who have a legitimate need to know.

Background Checks

Depending on the position and applicable laws, applicants may be required to successfully complete a criminal background check and any additional screening required by the production company before working with youth participants.

Acknowledgment

By submitting this application, I acknowledge that I have read and understand the Youth Protection & Safety Policy.

If selected to serve on the production team, I agree to:

- Follow these requirements at all auditions, rehearsals, performances, meetings, and theater-sponsored events.
- Help create a safe, respectful, and welcoming environment for every participant.
- Immediately report any concerns regarding the safety or well-being of a child or teen.
- Understand that failure to follow these policies may result in removal from the production team.

Applicant Name: _____

Signature: _____ **Date:** _____